

# **Office of Administration**

## **Responsibilities and Activities**

The Office of Administration (OA) is responsible for the primary management and support programs for the National Mediation Board. These include the functions of budget and accounting; human resources; procurement; information technology and office support. We provide the following functions and activities:

- Human Resources
  - Recruitment and Placement
  - Classification and Pay Administration
  - Performance Management and Incentive Awards
  - Employee Benefits and Retirement
  - Personnel Security
  - Wellness and Employee Assistance Programs
- Financial Management Services; including budget and accounting
  - Budget Formulation
  - Budget Execution
  - Funds Control
  - Financial Reporting
  - System for accounting for agency resources and programs
- Office Services and Operations; including printing, procurement, and supply services
  - Maintain a simplified acquisition program for supplies and services
  - Coordinates services and supplies
- Facilities Management

- Property and Space Management
- Organization Management
- Physical Security
- Information Technology Support
  - Policy for Information Technology
  - Help Desk Function
  - Telecommunication
- Mail Operations
- Metro Subsidy
  - Distribute subsidy
  - Maintain record of certifications
  - Reconcile funds
- Travel Services
  - Reimburse employees
  - Vendor payments
  - Provide travel information including per diem rates and hotel listing
- Training Coordination
  - Maintain training information
  - Provide training information
  - Coordinate agency training program